

Bibliography



- **Assessments & Work “Fit”**
 - **Career Change**
 - **Cover Letters**
 - **Following Your Passion or Spirit**
 - **General Job Search**
 - **Interviewing**
 - **Negotiation**
 - **Networking**
 - **Non-Governmental / Non-Profit Organizations**
 - **Resumes**
 - **“Retirement”-Related**
 - **Small Business**
 - **Transitions & Life Planning**
 - **Work – Life Balance**
-
- **Job Search Resources Online**
 - **Online Resources on Job Fairs**
 - **Online Resources on Federal Government Employment**
 - **Online Resources on NGOs and NPOs**
 - **Online Resources on Think Tanks**

JOB SEARCH PROGRAM BIBLIOGRAPHY

ASSESSMENTS & WORK “ FIT”

Sandra Davis and Bill Handschin

Reinventing Yourself: Life Planning After 50

Rather than giving general advice on life-planning, career changing, and finding greater life satisfaction, *Reinventing Yourself* makes use of two scientifically based tools. The Strong Interest Inventory (Strong) and the Myers-Briggs Type Indicator (MBTI) are used to help the reader better understand themselves and make wiser decisions about work and relationships.

Charles R. Martin

Looking at Type and Careers

The book contains descriptions of the preferences of each of the 16 MBTI types and contains a section called "Careers Selected Most Often" for each type.

Paul Tieger and Barbara Barron-Tieger

Do What You Are

Discover the perfect career for you through the secrets of personality type. Through exercises, you determine your personality type and evaluate how you process information, make decisions, and interact with the world around you.

CAREER CHANGE

William Bridges

Creating You & Co.: Learn to Think Like the CEO of Your Own Career

Provides workers with a practical guide to seeing themselves as the leaders of their own businesses - themselves - and viewing employers as potential customers. Exercises help the reader define his/her product and spot his/her markets.

Robert C. Chope

Dancing Naked: Breaking Through the Emotional Limits That Keep You from the Job You Want

Focuses on emotional fitness and resilience in job searching and the workplace: career beliefs and identity; handling your emotions during a job search; and staying on track.

David Helfand

Career Change

Everything you need to know to meet new challenges and take control of your career. Helfand has put together this comprehensive manual to help those

facing change deal with the psychological, emotional, and practical aspects of choosing a new career.

Paul Stevens

Stop Postponing The Rest Of Your Life

This is a practical guide for realigning career goals through thoughtful, systematic analysis called the "career audit." Provides the tools to identify, examine, nourish and maintain a truly satisfying work situation.

COVER LETTERS

Taunee Besson

Cover Letters

With this book you will learn how to customize letters to respond to a want ad, contact an executive search firm, or contact a group of companies at once.

Wendy S. Enelow

201 Winning Cover Letters For \$100,000+ Jobs

Includes a fabulous collection of cover letters drawn from 33 different career fields and keywords for each field. Discusses different types of job search letters, from cover and broadcasts to sponsor and interview follow-up. Demonstrates the richness of job searches conducted by top performers.

Ronald & Caryl Krannich

Dynamite Cover Letters

Many employers consider a well-crafted cover letter to be more important than the resume. This book outlines the major principles for writing outstanding cover letters.

FOLLOWING YOUR PASSION or SPIRIT

Nancy Anderson

Work With Passion

Finding one's niche and following one's passion is the most effective and rewarding approach to business. Her step-by-step approach follows the ten "passion secrets" of powerful people.

Deborah Bloch and Lee Richmond

Soul Work: Finding the Work You Love, Loving the Work You Find

Authors look at seven different spiritual themes related to finding meaningful work: change, balance, energy community, calling, harmony and unity. Exercises and stories make this a practical exploration.

Richard Nelson Boles

How to Find Your Mission In Life

Assists those who choose to include the spiritual dimension in their career planning, to seek/add meaning to their lives as expressed by the work they perform.

Julia Cameron

The Artist's Way: A Spiritual Path to Higher Creativity

Leads readers through a twelve-week program to recover/discover their creativity. Addresses blocks to creativity also.

Richard J. Leider

The Power of Purpose

What are your gifts? core competencies? strongest values and passions? What makes you want to get to your work each day? This is a practical guide for creating meaning in life and work, including setting up your own five-member "Purpose Discovery Group."

Gregg Levoy

Callings: Finding and Following an Authentic Life

Examines the many kinds of calls (to do or be something) received and the variety of channels through which they may arrive. How to recognize our callings.

GENERAL JOB SEARCH

Richard Nelson Bolles

What Color Is Your Parachute?

Picture yourself sitting down with a wise old friend, telling him your career situation, and then listening to him many stories of "Here's how so-and-so did it in similar circumstances." Practical guidance. A classic. Explains the "hidden job market" well.

William Bridges

Job Shift: How to Prosper in a Workplace without Jobs

Bridges argues that our present information-based economy demands more flexible employment models. He shows that jobs in the traditional sense - daily 9-to-5 duties, base salary with benefits, and defined careers paths - are headed for extinction. He proposes a futuristic career blueprint to carry workers into the 21st century.

Howard Figler

The Complete Job-Search Handbook (Third Edition)

Top notch job search advice. Easy-to-read writing style. Author appreciates greatly the value of generalist educations and backgrounds.

Kennedy Information

The Directory of Executive Recruiters 2003 (32nd Ed)

This is the largest recruiter directory, containing over 3,400 recruiting firms; 8,300 individual recruiters; and covers the U.S., Canada and Mexico. Allows you to search by career specialty and geographic areas.

Peggy Simonsen

Career Compass

How to replace old employment concepts with a dynamic new paradigm that will define your career success in the bold business frontier of the future.

Kate Wendleton

Guide to Targeting The Job You Want

This Five O'clock Club Series book discusses the new job market, targeting jobs that will be good in the future, and examples of people who did career makeovers. The author then leads the reader into self-understanding, developing a career plan, brainstorming possible careers, matching them against your values, needs and interests, targeting and researching an industry or company, and developing a marketing plan.

Kate Wendleton

Job Search Secrets That Have Helped Thousands Of Members

The author's methods help the job seeker to get meetings with the right people, beat out the competition, and negotiate the best salary. Get it, use it, and prosper.

INTERVIEWING

Susan Bixler with Nancy Nix-Rice

The New Professional Image

The new edition of this classic shows how to tailor your appearance for success in today's workplace-from corporate casual to the ultimate power look. One of the few image books designed for both men and women.

Richard Fein

101 Dynamite Questions To Ask At Your Job Interview

Fein's book fills a gap in the job search literature, looking at the questions the applicants should ask at a job interview, rather than at the responses to questions posed by the interviewer.

Ron Fry

101 Great Answers to the Toughest Interview Questions

Another classic. Gives the reader a sense and examples of what types of responses employers are seeking when they ask the standard questions.

Arlene S. Hirsch

National Business Employment Weekly's Interviewing

This guide takes you step-by-step through the phases involved.

Caryl Rae Krannich and Ronald L. Krannich

Interview For Success: A Practical Guide To Increasing Job Interviews, Offers and Salaries

Offers the reader just about everything to know about interviewing.

Camille Lavington with Stephanie Losee

You've Only Got Three Seconds

Here's the personal marketing book that shows what to do during those critical first three seconds when you walk through a door and extend your hand to someone for the first time.

NEGOTIATION

Jack Chapman

Negotiating Your Salary: How to Make \$1000 a Minute

Herb Cohen

You Can Negotiate Anything

This book not only topped the New York Times bestseller list for nine months, it has also been in print for 15 years. Withstanding the test of time, the book continues to be a "must read" for negotiators.

Roger Fisher and William Ury

Getting To Yes

The national bestseller includes answers to questions people ask. Fisher and Ury spend a lot of time on an almost scientific method of negotiating.

Leonard Koren and Peter Goodman

The Handler's Handbook

This book breaks down the negotiating process to 30-second "sound bites." It is an easy read and well-organized for quick reference.

Ronald and Caryl Krannich

Dynamite Salary Negotiations: Know What You're Worth and Get It

The authors outline the major issues involved in determining salaries: secrecy, salary requirements, salary history, and salary ranges.

Nicholas Reid Staffin

Negotiate Smart: The Secrets of Successful Negotiation

Organized like a class syllabus, this book walks reader through the negotiation process. It is almost like taking a course on the subject of negotiating.

NETWORKING

Anne Baber and Lynne Waymon

Make Your Contacts Count: Networking Know-How for Cash, Clients, and Career Success

Networking experts outline why and how contacts count; how to hone networking skills; and where and how to network. Excellent resource.

Donna Fisher, Sandy Vilas, Vilas Sandy and Marilyn Hermance

Power Networking (Second Edition): 59 Secrets for Personal & Professional Success

Helps the reader conduct a networking self-assessment; offer 59 hints for improvement of networks and networking skills

Mark Granovetter

Getting A Job: A Study of Contacts and Careers

A sociologist's study and explanation of how people get jobs through informal networks.

Ronald Krannich and Caryl Krannich

Dynamite Networking For Dynamite Jobs

Examines interpersonal, telephone, and electronic networking for getting job leads, interviews, and job offers. Includes informational interviews, cold calls, follow-ups, sample dialogues, and using telephones, faxes, and the Internet.

Rob Sullivan

Getting Your Foot in the Door When You Don't Have a Leg to Stand On

A successful headhunter shares insights and techniques that he learned from working with job hunters at all levels. He presents expert advice, case studies, and strategies for getting the interview, then the qualities and skills most likely to convince employers of one's abilities.

NON GOVERNMENTAL / NON PROFIT ORGANIZATIONS

Association Trends – www.associationtrends.com

- A weekly newspaper for associations and related industries. Available in the FSI Library. An individual subscription by First Class Mail costs \$165 per year. Telephone 301-652-8666. Also available online for free.
- Does list some jobs in the newspaper and a few more jobs are found on their “Trends Online Job Board” on their website.

CEO Update -- www.ceoupdate.com

- A publication listing positions in associations, NGOs, and NPOs. Available in Career Transition Center section of the FSI Library.
- There are subscription fees for both hard copy and website editions, but *CEO Update* is well worth the money if you are looking for fairly high ranking management jobs in associations.
- They list jobs from all over the U.S., not just in the DC area.

Richard M. King

From Making A Profit to Making a Difference: How to Launch Your New Career In NonProfits

Monday Developments

A biweekly subscription listing international development vacancies around the world. Available in the Career Transition Center section of the FSI Library.

Lester Salamon

America's Nonprofit Sector: A Primer

RESUMES

Wendy S. Enelow

Best Resumes For \$100,000+ Jobs

Over 200 pages of samples.

Acy L. Jackson, Kathleen Geckeis and C. Kathleen Geckesis

How to Prepare Your Curriculum Vitae

This book provides effective and timely guidelines for professionals who need to update and existing CV or, in planning a career transition, need to prepare one.

Robbie Miller Kaplan

How to Say It In Your Job Search, Resume Shortcuts: How to Quickly Communicate Your Qualifications With Powerful Words and Phrases, and Sure-Hire Resumes

Three books with the best advice from this expert who presents at the Job Search Program.

Yana Parker

Damn Good Resume Guides

This book features step-by-step instructions. Several editions.

Kate Wendleton

Building a Great Resume

This book is filled with real stories and resumes from executives, professionals, career changers, recent grads, and homemakers. Contents cover over 100 industries and professions. Electronic resume examples are included.

“RETIREMENT”-RELATED

Helen Harkness

Don't Stop the Career Clock: Rejecting the Myths of Aging for a New Way to Work in the 21st Century

Focuses on three myths (shrinking brain, growing up means running down, and wilting originality); seven steps to rejuvenating careers. Includes case studies.

Nancy Bost Millner

Creative Aging: Discovering the Unexpected Joys of Later Life Through Personality Type

Explores the impact of personality differences as seen through the lens of psychological Type (MBTI) on how one approaches and handles the “coming of age” years.

Nancy Schlossberg

Retire Smart, Retire Happy: Finding Your True Path In Life

Provides guidance on the psychological and emotional adjustments to be made in retirement and tips on coping with its ups and downs.

Nancy Schlossberg

Going To Plan B: How You Can Cope, Regroup and Start Your Life on a New Path

Reveals how to regroup after failed plans and unattained goals in order to renew a sense of personal direction, covering career expectations and other issues.

Jeri Sedlar and Rick Miners

Don't Retire, REWIRE!

Focus on planning and executing a retirement plan. Five steps to fulfilling work.

Mary Helen Smith and Shuford Smith

101 Secrets for a Great Retirement: Practical, Inspirational, & Fun Ideas for the Best Years of Your Life!

Lots of food for thought.

Ernie Zelinski

The Joy of Not Working: A Book for the Retired, Unemployed, and Overworked (21st Century Edition)

A delightful indictment of workaholism and ways to counteract it. The author views unemployment as a true test of who one really is.

SMALL BUSINESS

Paul Edwards and Sarah Edwards

The Best Home Businesses for the 21st Century: The Inside Information You Need to Know to Select a Home-Based Business That's Right for You

Offers a description, estimate of start-up costs, advantages and resources for "the best of the best" home businesses.

Paul and Sarah Edwards

Finding Your Perfect Work

How to blend your personal goals and dreams with the practical realities of earning a meaningful and prosperous livelihood working on your own.

Gary Scott Goodman

Six-Figure Consulting: How to Have a Great Second Career

What have the nation's "consultants" learned in 25 years of experience? The lessons are that downsized "wannabes" make the dumbest mistakes. Dr. Goodman advises in this complete how-to-manual that, you can establish yourself as a consultant in 12 weeks, and it doesn't require big money.

Daniel H. Pink

Free Agent Nation: The Future of Working for Yourself

A contemporary classic. The new paperback features a comprehensive 30-page resource guide that explains the basics of working for yourself (how to get started, where to find health insurance, how to market yourself) and includes 101 Free Agent Survival Tips culled from successful solo workers nationwide.

Dan Ramsey

101 Best Home Businesses

American entrepreneurs with 101 business examples perfect for every lifestyle, budget, and personality. This book has specific information and resources that the reader can use immediately to get started.

TRANSITIONS & LIFE PLANNING

Richard N. Bolles

The Three Boxes of Life and How to Get Out of Them

An introduction to life-work planning. The three boxes are education, work and retirement. Bolles challenges readers to integrate the three.

William Bridges

Transitions: Making Sense of Life's Changes

Takes the reader step-by-step through the three stages of transition: endings, the neutral zone and the new beginning.

L. Sunny Hansen

Integrative Life Planning: Critical Tasks for Career Development and Changing Life Patterns

The ILP framework helps the reader develop career and life pathways that are responsive not only to the individual's economic, spiritual, cultural and family needs, but also to equally important community needs.

Frederic M. Hudson

The Adult Years, Mastering The Art Of Self-Renewal

How adults can continue the learning and development of their younger years to design coherent, mature lives that are resilient enough not only to survive but also to be visionary and regenerating.

Frederick M. Hudson & Pamela D. McLean

Life Launch: A Passionate Guide to the Rest of Your Life

This book about "adult life designs" helps the reader envision optimal choices in the years ahead. Lots of tools and exercises to help with the process.

WORK-LIFE BALANCE

Stephen R. Covey, A. Roger Merrill and Rebecca R. Merrill

First Things First: To Live, To Love, To Learn, To Leave A Legacy

Are the most important things in your life receiving the care, emphasis and time you really want to give them? A principle-centered approach to make sure they are.

Mark S. Guterman

Common Sense For Uncommon Times: The Power of Balance in Work, Family and Personal Life

Provides techniques and exercises for attaining great balance, a sense of enrichment and deeper satisfaction in the connected spaces of work and home life. Challenges common notions about success and meaning.

Richard J. Leider and David A. Shapiro

Repacking Your Bags: Lighten Your Load For The Rest Of Your Life

How to clarify, simplify, and balance one's life is the focus of this thoughtful volume, aimed at people who wonder if true fulfillment in life is possible.

JOB SEARCH RESOURCES ONLINE

(Updated 01-22-04)

AAR/EEO – Affirmative Action Register – www.aar-eeo.com

- A monthly publication available in the FSI library. Individual printed subscriptions cost \$15 per year. Telephone 1-800-537-0655.
- Also available online for free.
- You can sort jobs by employer, state, and category.

American Economic Association - www.aeaweb.org/joe/

The American Economic Association's site is a good one for economists and trade/commercial specialists. It lists economic, trade, and commercial jobs in these areas:

- US: Full-Time Academic (Permanent, Tenure Track or Tenured)
- US: Other Academic (Temporary, Adjunct, Visiting, Part-Time)
- International: Full-Time Academic (Permanent, Tenure Track or Tenured)
- International: Other Academic (Temporary, Adjunct, Visiting, Part-Time)
- Full-Time Nonacademic
- Other Nonacademic (Temporary, Part-Time, Non-Salaried, Consulting, Etc.)
- Other Announcements

www.aidworkers.net

- Lists jobs as well as other websites with more jobs.

BusinessJournal - www.bizjournals.com

- You can choose the areas of the country you want to focus on - in the DC area, you can choose the Washington BusinessJournal. Their articles are especially good for leads on which companies are getting government contracts. (Note: Not all the companies in these WBJ articles were headquartered in this area. Government contractors come from and work in every corner of the land!)
- In addition to business news, these publications list jobs and networking events. You can subscribe via e-mail.
- You can also post your resume on the site.

The Chronicle of Higher Education - www.chronicle.com

- An excellent resource for job searches in the academic community. The FSI Library has a subscription and most public libraries also subscribe.
- Their vacancies include ads from schools all over the U.S. and a few for jobs overseas.

ClearanceJobs.com - www.ClearanceJobs.com

- Publishes a Job Seeker Update Newsletter and job advertisements

www.developmentex.com

- An excellent source of job information particularly those looking for opportunities in the international development arena.
- The site allows subscribers to post their resumes for free.

www.DEVJOBS.com

- International job announcements related to various development fields: micro finance, poverty alleviation, community development, institution development, governance, health care, population, food security, agriculture, education, human resource development, disability rehabilitation, natural resource management, information technology, and rural development.
- You can receive updates by e-mail free of charge

www.devjobsmail.com

- A free listserv that sends out current job openings in the field of international economic development. People on their list get comprehensive job listings in the US and overseas by email 2 to 3 times a week.
- Free subscription.

www.DC_JOBNETWORK.COM

- Focuses on DC area and lists a wide variety of jobs for which you can apply on the website.
- You can post your resume on the site.
- Also offers job search articles and advice.

www.gcsplacement.com

- Website includes temporary and fulltime jobs (free access). Primarily contract and procurement jobs in government and commercial contracts.
- You can list your resume with GCS.

ESL Employment - www.eslemployment.com

- Career opportunities abroad in the ESL/EFL field.

The Financial Times - www.ft.com/jobs

- Lists financial management and economic jobs mostly in the UK, but some in other countries including U.S.
- You can make application for the jobs on the website.
- Also includes job search advice and training opportunities (mostly in UK). If you are interested in a job in the UK, there is a nice directory of recruiters on the site.
- Most areas of the job search site are free.

Foreign Policy Association - www.fpa.org

- Excellent website which lists many jobs in U.S. and overseas. Wide variety of jobs.
- You can subscribe to their weekly Global Jobs Newsletter via e-mail for free.

International Employment Gazette - www.intemployment.com

- Hundreds of international jobs; organized by region with functional sub-headings.
- 26 hard copy newspapers published each year. Cost is \$40 for 3 months, \$75 for 6 months, etc. Telephone: 800-882-9188.
- Website updated every business day. Cost is \$19.95 for 1 month, \$39.95 for 3 months, etc.

International Career Employment Weekly - www.internationaljobs.org

- Weekly newspaper has 500+ job vacancies. Jobs are listed by function - international development and assistance; international understanding, education, communication, exchange; etc. Includes some jobs in U.S. and a lot overseas.
- Subscription the newspaper costs \$46 for 12 issues. Telephone: 434-985-6444.
- You can check out some ads for free on the website, but, to see all, you must subscribe. 6 weeks costs \$26, 3 months costs \$46, and so on. Subscription includes e-mail notifications.

MilitaryHire - www.militaryhire.com

- offers a monthly newsletter and information on companies currently hiring.

Opportunities in Public Affairs - www.opajobs.com

- Public affairs openings in the Washington, D.C. area. Jobs are listed by functional area - public relations & media jobs, jobs on Capitol Hill, etc.
- Hard copy newsletter published twice monthly. Telephone: 301-571-0102.
- Some vacancies accessible on website for free, but subscription for access to 200+ vacancies costs \$29 for 2 months, \$49 for 4 months, and \$69 for a year

ReliefWeb - www.reliefweb.int/vacancies/

A really excellent source of job leads for those with experience and interest in international development:. "ReliefWeb is a project of the United Nations Office for the Coordination of Humanitarian Affairs (OCHA)" and its home page says it is "Serving the information needs of the humanitarian relief community" and it carries news and updates as well as vacancies.

- The vacancy announcements appear to have good detail and contact information.
- The vacancies page also includes links to jobs in academic and research institutions, governments and intergovernmental organizations, NGOs, and UN agencies.

Seniors4Hire - www.Seniors4Hire.org

- Subscription to this site is free.
- You search for jobs by city and state. Most of the jobs I saw on this site were retail jobs.
- There are some articles on hiring seniors and hyperlinks to other senior and job sites, including state-related sites.

Senior Job Bank - www.seniorjobbank.com

- Subscription to this site is free.
- You search for jobs by city, state, and profession. I typed in "management" for Arlington and Alexandria as well as the 2 largest cities in NC and no jobs were listed for any of the 4 places! "Accounting" in Washington, D.C. pulled up one temporary job, but I'm not sure if that's a commentary on the site or something else (meow!).
- There are lots of hyperlinks to other useful senior and job sites.

The Washington Post – www.washingtonpost.com

Don't forget The Washington Post! It is an excellent job search resource. Even if you don't subscribe to the newspaper or live in the DC area, you can still access it on www.washingtonpost.com.

Women In International Security - www.wiis.georgetown.edu

- You can subscribe to the Women In International Security website's excellent job listing by joining WIIS for \$40 or \$50 (depending on where you live).
- Wide variety of jobs listed.

ONLINE RESOURCES ON JOB FAIRS

You can find many job fair announcements in The Washington Post's Sunday "Jobs" section. But Washington, D.C. is not the center of the universe, so, if you are interested in job fairs in the D.C. area and other locations in the U.S., here are a few other sources for job fair information:

Career Fairs - www.careerfairs.com

- Good site completely devoted to job fairs. Doesn't include all job fairs everywhere, but good for general interests.
- Free access to site.
- Covers all of U.S. and Canada.
- You can search by month, category, and state.

Intelligence Careers - www.intelligencecareers.com/careerfairs/

- Free access to site

- Most “events” listed on this site are “Defense Systems & Intelligence Careers” job fairs. The event announcements include lists of confirmed participants (the companies). This site also lists some intelligence “industry” jobs and offers a connection to ThinkingJobs.com which has another job board.
- Very DC-centric, but does include some fairs in other areas of the U.S.

Expo Experts - www.newspaperjobfairs.com

- Free access to site
- Lists newspaper-sponsored job fairs and only those newspapers that subscribe to their service, but they do include various from the U.S. and Canada. You can search by 3 very general professional categories and the events are listed chronologically.

JobFairUSA - www.jobfairusa.com

- When last checked (01-23-04), their calendar of fairs was under reconstruction.

ONLINE RESOURCES ON FEDERAL GOVERNMENT EMPLOYMENT

All - www.usajob.opm.gov

Military and veterans –

- www.online.onetcenter.org
- www.careeronestop.org
- www.onetcodeconnector.org
- www.taonline.com
- www.military.com

Telecommuting – www.telework.gov

U.S. Agency for International Development - www.usaid.gov

- This is a GREAT resource for jobs in international development! Go to the actual website and select Iraq. On the Assistance for Iraq page you can click on the name of a contract company and go directly to that company's website which lists the jobs available.
- Very easy and well organized.
- Note: on the AID intranet site you can find a list of partners with hyperlinks to NGOs and NPOs that AID works with.

Department of Homeland Security – www.dhs.gov

- Vacancies at DHS headquarters and component agencies are listed on the Office of Personnel Management USAJOBS web site. If you are interested in a

position with any of their “component” agencies, you should submit an application using the instructions provided in the vacancy announcement.

- If you do not have access to the internet, you can also access USAJOBS by calling (478) 757-3000 or TDD (478) 744-2299.

U.S. Department of Labor - www.doleta.gov/seniors

- This is the U.S. Department of Labor's site for seniors.
- It lists relevant laws and regulations and has some good hyperlinks to other senior sites.

Transportation Security Administration – www.tsacareers.recruitsoft.com

- This is the TSA's site listing job vacancies all over the U.S.
- It includes management, administrative, and professional positions as well as screener positions.

ONLINE RESOURCES ON NGOs & NPOs

Association Trends – www.associationtrends.com

- A weekly newspaper for associations and related industries. Available in the FSI Library. An individual subscription by First Class Mail costs \$165 per year. Telephone 301-652-8666. Also available online for free.
- Does list some jobs in the newspaper and a few more jobs are found on their “Trends Online Job Board” on their website. You can post your resume on this site.

BoardNet - www.boardnetUSA.org

- A website which helps connect nonprofit boards and individuals hoping to serve on one.
- Managed by The Volunteer Consulting Group, a 501©(3) nonprofit organization.
- You can list your resume. No charge.

CEO Update -- www.ceoupdate.com

- A publication listing positions in associations, NGOs, and NPOs. Available in Career Transition Center section of the FSI Library.
- There are subscription fees for both hard copy and website editions, but *CEO Update* is well worth the money if you are looking for fairly high ranking management jobs in associations.
- They list jobs from all over the U.S., not just in the DC area.

www.cultural-alliance.org/programs/jobanknew.shtml (DC area only)

<http://fdncenter.org/pnd/jobs/index.jhtml>

www.goodworks.org (Santa Monica and West Los Angeles, CA only)

<http://www.guidestar.org>

Access to detailed information about the finances and management of nonprofits. You can register free for more detailed profiles. Great info about compensation.

www.idealists.org

www.interaction.org/members/

http://www.mapnp.org/library/gen_rsrc/jobs/np_jobs.htm

<http://national.unitedway.org/jobs/>

Every major region/city in the US has a directory of nonprofit organizations that participate in the United Way. Check for the umbrella organization in your new location and/or for jobs on this site.

www.nonprofitcareer.com

The Nonprofit Times - www.NPTIMES.com and www.nptjobs.com

- Various jobs in non-profits all over the U.S.
- Subscription to the NPT newspaper (with some job vacancies) is \$65 for 1 year; it is published twice monthly. Telephone 973-394-1800.
- Free access to the jobs on the website; you can even post your resume on this site.

www.wcanonprofits.org (DC area only)

www.opportunitynocs.org/index.jsp

www.philanthropy.com/jobs/

www.yourcareerchoices.com/linksnp.html

ONLINE RESOURCES ON THINK TANKS

www.columbia.edu/cu/lweb/indiv/lehman/guides/ttanks.html

www.lib.umich.edu/govdocs/psthink.html

<http://usinfo.state.gov/usa/infousa/politics/thnktank.htm>

www.nira.go.jp/linke/tt-link/ (worldwide listing/links)

www.worldpress.org/library/ngo.htm (worldwide listing/links)